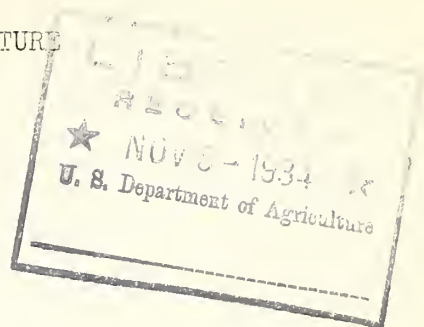


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

UNITED STATES DEPARTMENT OF AGRICULTURE
Bureau of Biological Survey
Washington, D. C.



Dear Mr. _____

This is to remind you that we have not received from you
Semi-Monthly Certificate of Service (Form Bi-357) for the period
_____. As you have been advised, this form
should be filled out, signed and forwarded to the Washington office
on the 15th and last day of each month or, if these days fall on a
Sunday or a holiday, on the last working day prior to the 15th and
last day.

Payment of your salary must necessarily await receipt of
the required information. A Form Bi-357 is inclosed.

E. J. Thompson
In Charge,
Personnel and Pay Rolls

